



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243

MEMORANDUM

To: Chief Officers and Medical Directors of DMRS Developmental Centers

From: Stephen H. Norris, Deputy Commissioner *SHN*

Re: Research Projects, Data Collection and the Health Insurance Portability Accountability Act (HIPAA)

Date: April 7, 2005

As you know the Health Insurance Portability and Accountability Act (HIPAA) requires covered entities to establish guidelines regarding research projects that involve individuals we serve and their personal information. DMRS Guidelines regarding research in our facilities have been sent to you several times during the past 15 months. A review board is set up to review and approve ALL projects regarding the individuals we serve.

It is imperative that this office have on record each and every research project that is being practiced at your center. Please submit the following as soon as possible:

1. Each project that is being practiced whether it has been approved by the DMRS Review Board or not
2. Protocol followed at your center regarding projects that are approved/sent to the DMRS Review Board. Include projects or trial protocols which may not be formal Research but are being practiced to collect data.

Send the above mentioned information to:
Carolyn Griffith, Assistant to the Office of General Counsel
Andrew Jackson Building, 15th floor
500 Deaderick Street
Nashville, TN 37243

Thank you for your cooperation in this matter and please note that all future projects must be approved by the DMRS Research Project Review Board.

SHN/AH